

How to Complete DA 4187, Personnel Action

A major step for completing your packet requesting flight status is to complete the DA 4187. Below are instructions explaining how to complete this form and fill in the information requested in AR 600-106, para 2-5 (b), Flying status for personnel not otherwise specified. I recommend you also receive assistance from your administrative staff, supervisor, and commander.

Addresses:

1. Address should be through your commander.
2. To: Human Resources Command. See address in beginning of AR 600-106.
3. From: You/Your supervisor

Section I: Personal ID

Self Explanatory

Section II: Duty Status Change

Shouldn't apply to you in this request. Leave blank.

Section III: Request for Personnel Action

Check the "Other" box and write request for flight status, or something to that effect.

Section IV: Remarks

In this section I suggest you begin with a bullet stating something like the following:

"1. Request Flying Status for Nonrated Aviation personnel; request I be put on Noncrewmember Flight Status."

The next bullet should outline all of the information requested in AR 600-106, para 2-5(b). It may look something like this:

- "2. Following is information requested IAW para 2-5 (b), AR 600-106;
1. state/paraphrase what is written as a requirement, then the answer.
 2. see above..
 3. "

The information asked for in this paragraph can be a bit confusing. Below are the specific requirements and a brief explanation of what they mean and where to find the information. Please look up the most recent version of AR 600-106 to ensure the requirements are still the same.

Para 2-5, (b)

Unless otherwise prescribed by PERSCOM requests will contain the following information.

- (1) Name, grade, social security number, and MOS or area of concentration.

Self explanatory

(2) Flight surgeon's verification that the soldier meets the medical requirements for flying duty.

Write "see attached DA 4186" and send a copy of this form

(3) Title, Number, and date of TAADS document to which the soldier is assigned.

The TAADS is the TDA for your unit. Check with your admin staff to get a copy of your TDA. Below is a copy of a TDA with an explanation of where to find the information you will need.

#1 – the Title

#2 – the Number

#3 – the Date

PREPARED ON 09-JUL-2003 17:19 US ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL FT S HOUS - TDA 1 PAGE 37
UIC00 W3VEAA EDATE 01-OCT-2004 BDOCH/SCCHO MCW3VEAA/MC1004 BDOCH/SCCHO MCW3VEAA/MC1004 DOCH0 MCW3VEAA COWUN 0105
DOCUMENT STATUS - APPROVED 3 CUASC REPCO M

SECTION II - PERSONNEL

P	P	G	P	T	S	A	A	L	L	B	I	P	P	P	P	T	S
A	E	R	P	P	Q	S	S	I	P	R	D	P	S	P	R	R	D
R	R	A	A	I	I	I	C	I	N	K	S	I	S	M	M	M	U
N	L	D	U	I	C	H	C	N	S	R	R	R	R	K	K	K	I
O	N	E	P	O	D	I	2	O	D	N	T	T	Q	Q	Q	Q	Q
580	USASAM	W3VE26 LM TP															
01	C DEAN USASAM	06 61N00	3Y							MC K F E Y	1	1	SB				8467611A UBA HSDH
02	ASST DEAN	06 67J00	B1 5K							MS K F E Y	1	1	SB	EX			8467611A UBA HSDH
03	PLT SURG	06 61N00							QB 1111	MC K F E Y	1	1	SB	RE	EF		8467611A UBA HSDH
04	1ST SGT	08 91N00								MC I F F Y	1	1	SB				8467611A UBA HSDH
05	INST SYS SP	13 01750								GS C F C N	1	1	SB				8467611A UBA HSDH
06	COMP SP (PROG)	12 02210								GS C F C Y	1	1	SB	EX			8467611A UBA HSDH
07	COMP SP (PROG)	11 02210								GS C F C Y	1	0	SB	XQ			8467611A UBA HSDH
08	SECY (STENO)	07 00318								GS C F C N	1	1	SB				8467611A UBA HSDH
	TOTAL FOR PARA 580										8	7					
581	AEROMED OPS BR	W3VE26 LM TP															
01	C AEROMED OPS BR	05 67J00	B1 5K							MS K F E Y	1	1	SB	ER	YE		8467611A UBA HSDH
02	AME OFF	05 67J00	B1 5K							MS K F E Y	1	1	SB	YE			8467611A UBA HSDH
03	AME OFF	04 67J00	B1 5K							MS K F E Y	2	1	SB	ER	YE		8467611A UBA HSDH
04	INST WTR	07 91N4F								MC I F F Y	1	1	SB	YE	YQ		8467611A UBA HSDH
05	SCHED CLERK (TYP)	06 00303								GS C F C N	1	1	SB				8467611A UBA HSDH
06	SECY	05 00318								GS C F C N	1	1	SB				8467611A UBA HSDH
	TOTAL FOR PARA 581										7	6					

(4) Paragraph number, line number, MOS or AOC and grade of position occupied by the soldier as shown in section II of TAADS document.

Refer to the above.

4 – paragraph number

5 – line number -- numbering starts at 1 under each paragraph

6 – grade of position -- this does not mean your rank, but the rank expected in the position. For example, you may be an O3 but filling a 04 position. Write 04.

7 – MOS/AOC – write all 5 digits. (fyi, 67J00 are pilots)

(5) Duty titles, MOS or AOC, grades, and number of soldiers the individual directly supervises (if any).

Self explanatory. Would only include those you actually have to write OER's/NCOER's for. Ask your supervisor if you have any questions.

(6) Number and types of aircraft being operated or maintained by the element to which the soldier is assigned or attached and for which the element is directly responsible.

*For most of this, the answer should be "None"
However, if you are directly assigned to an aviation unit, the answer may be different. Ask your commander how to complete this part.*

(7) Complete description of duties to be performed by the soldier while flying. Additionally, the estimated number of hours that will be spent in aerial flight per month while performing these duties.

I recommend that this information be placed in a separate letter and the answer here is "see attached letter." You can find an example of a letter written by one of the USASAM psychologists on the USASAM website. Adjust your form to fit your needs. Be sure to include all of the above information.

(8) Name, grade, SSN, duty title, and MOS or AOC of all nonrated soldiers on flying status in the requesting element.

Ask your commander/supervisor for this answer.

(9) When a soldier is recommended for flying status to inspect aircraft maintenance in-flight, a statement, "No other qualified person on flying status is available in the unit, in adjacent units, or at higher or lower echelons or support units for these maintenance tasks."

This does not apply to medical/mental health personnel. You can omit #9 from the form.

Section V: Certification/Approval/Disapproval

Have your commander complete this part.